

## TEAM IQAC MINUTES OF MEETING

### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(T)/12	<b>Date/Time:</b>	29/06/2022, 12:30 pm	<b>Duration</b>	30 mins
<b>Venue:</b>	IQAC Room, First Floor, PG Center		<b>Purpose/Subject:</b>	Activity planning for July 2022	
<b>List of Attendees:</b>					
1. Ms. Liza Annie Joseph		2. Dr. Mary Priya Sebastian		3. Ms. Amitha Mathew	
4. Ms. Elsa Paul		5. Mr. Vishnu Shankar		6. Dr. Ragin Ramdas M.	
				7. Dr. Susan Dominic	
<b>List of Absentees:</b>					
1. Dr. Rejeesh T. Chacko, 2. Mr. Dhanesh M. S.					

### AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
COMM/IQAC(T)/12_1	Review of action items of the previous meeting	Reviewed the action items of previous meetings and updated the status.
COMM/IQAC(T)/12_2	Proposal of software requirement	<ul style="list-style-type: none"> <li>Over a period of one year IQAC has been actively involved in various accreditation, surveys and ranking related activities. Documentation is essential for establishing the activities conducted in RSET. A lot of man-hour is wasted on this documentation process, which can otherwise be channeled into activities for improving individual competency and RSET's visibility. Two years have passed since autonomy and as we scale greater heights, it is essential to have secure, reliable, user-friendly and efficient software, meeting all functionalities of RSET. A proposal regarding the same has to be presented to the Director and Principal.</li> </ul>

COMM/IQAC(T)/12_3	RSMS Audit	<ul style="list-style-type: none"> <li>The RSMS audit conducted was helpful in analyzing the features currently available. A report suggesting the actions to be taken for upgrading RSMS by incorporating the features as required by various accreditation bodies has to be submitted along with the above mentioned proposal.</li> </ul>
COMM/IQAC(T)/12_4	Autonomy Report	<ul style="list-style-type: none"> <li>The Autonomy report for the year 2021-22 has to be submitted to UGC by 15<sup>th</sup> July 2022. A first draft has to be prepared in the first week of July after analyzing the previously submitted report.</li> </ul>
COMM/IQAC(T)/12_5	NAAC Sponsored Workshop	<ul style="list-style-type: none"> <li>It is decided that a NAAC sponsored workshop for curriculum design may be conducted in the next academic year and the first draft prepared regarding the same has to be presented for the final approval.</li> </ul>
COMM/IQAC(T)/12_6	Related to REXA	<ul style="list-style-type: none"> <li>Suggestions to the REXA team to maintain the document of first declared results including revaluation.</li> </ul>
COMM/IQAC(T)/12_7	Internal Audit	<ul style="list-style-type: none"> <li>Observations made and actions taken regarding the internal academic audit: <ol style="list-style-type: none"> <li>A follow up of all pending course files was done and the files were audited.</li> <li>Actions to be taken after the audit were proposed by IQAC. Actions to be implemented were decided in discussion with Principal, Deans and HoDs.</li> <li>HoDs, Class Teachers and Course Teachers were instructed to take corrective measures in future audits related to the shortcomings observed during the audit conducted in June 2022.</li> <li>A report with the actions taken was submitted to the Principal and Director.</li> </ol> </li> </ul>
		<ul style="list-style-type: none"> <li>Based on the observations made during the audit process, the modification proposed for the audit sheets, and also information regarding additional</li> </ul>

		<p>reports related to audits have to be communicated to the software team.</p> <ul style="list-style-type: none"> <li>• IQAC has decided to publish an audit manual which is a compilation of the modified version of all the guidelines. It is required to prepare and publish the manual in RSMS immediately, so that the faculty can prepare the files based on the manual for the next internal audit.</li> </ul>
COMM/IQAC(T)/12_8	Master Attendance Register	<ul style="list-style-type: none"> <li>• In view of course diary (blue book) being optional, maintenance of master attendance register has to be made mandatory in all the departments. It is to be maintained by the class teacher and presented during the audits.</li> </ul>
COMM/IQAC(T)/12_9	Class Teachership	<ul style="list-style-type: none"> <li>• After the discussions with the Principal, it was resolved that there will be a Class teacher/Associate class teacher system for S1 to S8 classes, hereafter. The division of work/responsibilities for the Class teacher/Associate class teacher has to be immediately revised and published.</li> </ul>
COMM/IQAC(T)/12_10	Upgrading RSMS for Teaching-Learning system	<ul style="list-style-type: none"> <li>• All the features to be incorporated in RSMS, initiated by IQAC, have to be well documented and presented to the software team. Frequent meetings should be conducted with the software team to implement the necessary features and immediately, a meeting has to be convened with the software team regarding the inclusion of features related to the teaching-learning system in RSMS.</li> </ul>
COMM/IQAC(T)/12_11	Workshop and Audit for DSR	<ul style="list-style-type: none"> <li>• The Directory Structure of RSET (DSR) is a repository created, based on data requirements of various accreditation and ranking bodies. The revisions on DSR structure have to be finalized immediately by IQAC for the year 2021-22. A workshop for vetting and releasing the DSR structure has to be conducted for Team IQAC during the third week of July. Files related to DSR from all the sectors of RSET have to be audited for acquiring essential data into IQAC in the month of August.</li> </ul>

COMM/IQAC(T)/12_12	Event Audit	<ul style="list-style-type: none"> <li>• Declare audit dates for clubs, cells, RSET events for the year academic year 2021-22.</li> </ul>
COMM/IQAC(T)/12_13	Consolidation of DMR	<ul style="list-style-type: none"> <li>• Follow up of the pending monthly reports of the department from January to June of 2022 and consolidation of the activities for the academic year 2021-22 have to be completed before 10<sup>th</sup> July 2022.</li> </ul>
COMM/IQAC(T)/12_14	Class Index	<ul style="list-style-type: none"> <li>• The class index calculation for the 2021 batch has to be carried out and has to be published in the third week of July.</li> </ul>
COMM/IQAC(T)/12_15	Even Semester Course File Audit	<ul style="list-style-type: none"> <li>• Audit dates of course files for the even semester have to be announced. A discussion on the parameters to be audited in the first and second audits has to be carried out to avoid duplications. A study on incorporating the same in the auditor's sheet in RSMS has to be initiated. Also, the redundant data entry related to audits, need to be identified and eliminated. Team IQAC has to conduct a meeting with Assistant HoDs to address all the above aspects.</li> </ul>
COMM/IQAC(T)/12_16	Scrutiny Report	<ul style="list-style-type: none"> <li>• It was suggested that hardcopies of signed scrutiny reports should be maintained in the exam cell.</li> </ul>
COMM/IQAC(T)/12_17	Report to Director on Requirements after NBA Visit	<ul style="list-style-type: none"> <li>• A report of the requirements from the departments based on the NBA visit has to be consolidated and handed over, as suggested by the Director at the earliest.</li> </ul>
COMM/IQAC(T)/12_18	Faculty List	<ul style="list-style-type: none"> <li>• The faculty list has to be finalized in the NBA format as part of the NBA team's visit to the Mechanical Engineering department on 4<sup>th</sup> July 2022. A preparation has to be done in IQAC for sorting the probable files to be presented before the visiting team.</li> </ul>
COMM/IQAC(T)/12_19	Feedback System	<ul style="list-style-type: none"> <li>• Feedback system has to be refined by revising the existing forms wherever required. A discussion on adding feedback related to other relevant</li> </ul>

		aspects like faculty exit feedback, curriculum feedback, etc are to be initiated.
COMM/IQAC(T)/12_20	Research activities	<ul style="list-style-type: none"> <li>• IQAC has to convene a meeting with Research Dean, Research Advisory and Research Promotion committee members, to draw inputs and develop a framework for improving collaborative research in RSET within/among departments. It has to be conducted in the month of July based on the convenience of the Research Dean.</li> </ul>
COMM/IQAC(T)/12_21	Mock Evaluation	<ul style="list-style-type: none"> <li>• It was decided, after data consolidation in DSR for the academic year 2021-22, a thorough evaluation of the same, has to be done by the NAAC and NBA coordinators based on the evaluation criteria. Recommendations by the coordinators, regarding the requirements in RSET for the next year, have to be submitted to the Director.</li> </ul>
COMM/IQAC(T)/12_22	IQAC Documents in RSMS	<ul style="list-style-type: none"> <li>• It was resolved that all the documents, guidelines and templates published by IQAC will be made available to RSET staff under the IQAC tab in RSMS.</li> </ul>
COMM/IQAC(T)/12_23	Class Activity Points	<ul style="list-style-type: none"> <li>• The guidelines of class activity points for the autonomy batch have to be revised and follow up actions to automate the same in RSMS have to be taken in consultation with UG Co-ordinators.</li> </ul>
COMM/IQAC(T)/12_24	IQAC meeting minutes	<ul style="list-style-type: none"> <li>• It was resolved to circulate the IQAC monthly meeting minutes among RSET staff, to update the forthcoming and completed activities of Team IQAC.</li> </ul>

## ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/12_2	Proposal of software requirement	IQAC Coordinator & General Secretary	1 <sup>st</sup> week of July	Open
COMM/IQAC(T)/12_3	RSMS audit report to Director and Principal	IQAC Coordinator & General Secretary	1 <sup>st</sup> week of July	Open
COMM/IQAC(T)/12_4	Autonomy Report	Joint Secretary(Docum entation)	1 <sup>st</sup> week of July	Open
COMM/IQAC(T)/ 12_5	Proposal for NAAC sponsored workshop	Team IQAC	2 <sup>nd</sup> week of July	Open
COMM/IQAC(T)/ 12_6	Proposal to REXA regarding result view after each evaluation	Joint Secretary (Examination)	2 <sup>nd</sup> week of July	Open
COMM/IQAC(T)/ 12_7.1	Audit status updation to Principal and audit report submission	IQAC Coordinator & General Secretary	1 <sup>st</sup> week of July	Open
COMM/IQAC(T)/ 12_7.2	Updation of audit sheets in RSMS	Joint Secretary(Audit)	2 <sup>nd</sup> week of July	Open
COMM/IQAC(T)/ 12_7.3	Publishing of audit manual	Joint Secretary(Audit)	2 <sup>nd</sup> week of July	Open
COMM/IQAC(T)/ 12_8	Instruction regarding the maintenance of Master Attendance register to departments	Joint Secretary (Course)	1 <sup>st</sup> week of July	Open
COMM/IQAC(T)/ 12_9	Guidelines on first year class teacher responsibilities	Joint Secretary (Administration)	1 <sup>st</sup> week of July	Open
COMM/IQAC(T)/ 12_10	Presentations and meeting with software team	Team IQAC	2 <sup>nd</sup> week of July	Open
COMM/IQAC(T)/ 12_11.1	Workshop on DSR structure for Team IQAC	Team IQAC	3 <sup>rd</sup> week of July	Open
COMM/IQAC(T)/ 12_11.2	Audit Related to DSR structure	Team IQAC & Department IQAC Coordinators	3 <sup>rd</sup> week of July	Open
COMM/IQAC(T)/ 12_12	Audit of clubs, cells, events and general files	Joint Secretary(Extrac urricular & co-curricular)	4 <sup>th</sup> week of July	Open
COMM/IQAC(T)/ 12_13	DMR consolidation	Team IQAC	2 <sup>nd</sup> week of July	Open

COMM/IQAC(T)/ 12_14	Class index calculation and publication	Joint Secretary (Examination)	3 <sup>rd</sup> week of July	Open
COMM/IQAC(T)/ 12_15	Audit of even semester course files	Team IQAC and Asst. HoDS	4 <sup>th</sup> week of July	Open
COMM/IQAC(T)/ 12_16	Scrutiny Report	Joint Secretary (Examination)	2 <sup>nd</sup> week of July	Open
COMM/IQAC(T)/ 12_17	Feedback report on NBA visit to Director	Team IQAC	1 <sup>st</sup> week of July	Open
COMM/IQAC(T)/ 12_18	Faculty List	Team IQAC	1 <sup>st</sup> week of July	Open
COMM/IQAC(T)/ 12_19	Feedback System	Joint Secretary (Course)	1 <sup>st</sup> week of July	Open
COMM/IQAC(T)/ 12_20	Research Activities	Joint Secretary (Research)	3 <sup>rd</sup> week of July	Open
COMM/IQAC(T)/ 12_21	Mock Evaluation	Team IQAC, NAAC & NBA Coordinator	1 <sup>st</sup> week of August	Open
COMM/IQAC(T)/ 12_22	IQAC documents in RSMS	Joint Secretary (Documentation)	2 <sup>nd</sup> week of July	Open
COMM/IQAC(T)/ 12_23	Class Activity Points	Joint Secretary (Course)	2 <sup>nd</sup> week of July	Open
COMM/IQAC(T)/ 12_24	Team IQAC meeting minutes in circulation	Joint Secretary (Administration)	1 <sup>st</sup> week of July	Open

Prepared By: Dr. Susan Dominic	Prepared Date: 12-07-2022	Reviewed By: Ms. Liza Annie Joseph
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*Liza Annie Joseph*